


Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the EASTERN VISAYAS STATE UNIVERSITY in the CSC website:


HONEY LEE F. CADAVIS, MM
HRMO III

Date: June 13, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Administrative Officer (HRMO IV)	EVSUB-SADOF-15-2005	22	71,511	Bachelor's Degree	16 hours of relevant training	3 years relevant experience	Career Service Professional/ 2nd level eligibility	N/A	EVSU Main Campus (Administrative Services)
2	Administrative Officer IV (HRMO II)	EVSUB-ADOF4-12-2004	15	36,619	Bachelor's Degree	4 hours relevant training	1 year relevant experience	Career Service Professional/ 2nd level eligibility	N/A	EVSU Main Campus (Human Resource Management and Development Office)
3	Administrative Officer III	EVSUB-ADOF3-19-2023	14	33,843	Bachelor's Degree relevant to the job (preferably in engineering works)	4 hours relevant training	1 year relevant experience	Career Service Professional/ 2nd level eligibility (preferably with license appropriate to practice of profession)	N/A	EVSU Main Campus (General Services Unit)
4	Guidance Counselor II	EVSUB-GUIDC2-3-2011	12	29,165	Master's Degree in Guidance and Counselling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	EVSU Main Campus (Guidance Services Office)
5	Guidance Counselor I	EVSUB-GUIDC1-8-2011	11	27,000	Master's Degree in Guidance and Counselling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	EVSU Main Campus (Guidance Services Office)
6	Planning Officer I	EVSUB-PLO1-16-2023	11	27,000	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/2nd level eligibility	N/A	EVSU Main Campus (Institutional Planning and Development Office)

7	Administrative Officer I	EVSUB-ADOF1-9-2023	10	23,176	Bachelor's Degree relevant to the job (preferably in engineering works and architecture)	None Required	None Required	Career Service Professional/2nd level eligibility (preferably with license appropriate to practice of profession)	N/A	EVSU Main Campus (General Services Unit)
8	Administrative Aide VI (Audio-Visual Aids Technician I)	EVSUB-ADA6-43-2023	6	17,553	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None Required (MC No. 11, s. 2013-Cat. III)	N/A	EVSU Main Campus
9	Administrative Aide VI (Labor Foreman)	EVSUB-ADA6-39-2023	6	17,553	Elementary School Graduate	None required	None required	None Required (MC No. 11, s. 96-Cat. III)	N/A	EVSU Main Campus

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **June 25, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES), if applicable, which can be downloaded at www.csc.gov.ph;
2. Certified photocopy of Performance rating in the last rating period (if applicable);
3. Authenticated photocopy of certificate of eligibility/rating/license; and
4. Certified photocopy of Transcript of Records.
5. Photocopy of Training Certificates ((a must for positions requiring Work Experience)
6. Photocopy of Certificate of Employment/Service Record (a must for positions requiring Work Experience)

This office highly encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels and position without discrimination related to gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigineous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to submit one (1) complete set of their application documents in HARD COPY (filed in a folder with proper tabbing) to the Records Management Office and send through email the scanned/soft copy, addressed to:

DENNIS C. DE PAZ, Ph.D.

 University President

 Archbishop Lino R. Gonzaga Avenue, Tacloban City

evsumain.recruitment@evsu.edu.ph

Note:

1. Qualified Next-In-Rank are automatic candidates to the position
2. Only those **QUALIFIED APPLICANTS** will be contacted for the next step of the hiring process.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

